



## SCHOOL DISTRICT NO. 10 (ARROW LAKES) JOB DESCRIPTION MANUAL

### CUPE – Administrative Assistant

Under the supervision of the principal or designate, the School Administrative Assistant provides administrative support for effective and efficient operation of the school.

#### **Illustrative Examples of Job Duties and Responsibilities**

1. Perform receptionist duties, respond to enquiries and take/relay messages.
2. Prepare and maintain a variety of school records, for example: class lists, monthly reports, statements, registrations, pupil records, transfers, progress report cards, provincial exams registrations and transcripts.
3. Respond to enquiries and take/ relay messages.
4. Operate office equipment and software to create/maintain correspondence, spreadsheets, databases and reports.
5. Monitor/maintain financial records including trust funds, petty cash, accounts receivable, bank deposits and reconciliations.
6. Send, receive, sort and distribute mail.
7. Administer minor first aid and advise parents of injury and illness.
8. Keep current by participating in job-related training and staff development.
9. Communicate positively and effectively, and interact as a collaborative and consultative team member.
10. Understand and act in accordance with school and district policies and procedures, district Health and Safety Manual and WorkSafeBC regulations.
11. Maintain confidentiality.
12. Perform other related duties as directed.

#### **Required Qualifications, Knowledge, and Skills**

1. Completion of Grade 12 plus completion of Office Administration Certificate; or one year post-secondary education courses in book keeping, accounting, data management systems, economics, office administration or business: or a university degree.
2. At least two years full time relevant office experience or equivalent of two years full time over the past four years, preferably in a school office, obtained within the last three years including accounting, reception and data management.
3. Demonstrated ability to keyboard accurately at 60 wpm.
4. Demonstrated knowledge of accounting principles and procedures, and software including word processing, spreadsheets, book keeping and databases.
5. Demonstrated ability to work independently and as part of a collaborative team.
6. Effective communication skills in verbal, written and electronic format.
7. Strong problem-solving and organizational skills
8. Physical ability to perform all aspects of the position.
9. Ability to communicate effectively with students, staff and the general public.
10. Demonstrated skill in management of an office.